

# Step-by-Step

## Getting started with EFS Mobile Website



### CREATING A NEW ACCOUNT

1. Visit the website that was provided to you by your school district
2. Click on **Create an Account**
3. Provide requested information
4. Click **Create Account**

### MAKE A PAYMENT

1. Select type of payment you would like to make
2. Select student
3. Enter amount of payment
4. Select **Begin Checkout**
5. Choose payment method or enter new method
6. Review items and total
7. Select **Pay Now**

### ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account
2. Select **Students** from **Account Management**
3. Enter student Last Name and Family or Student ID number
4. Select **Add Student(s)**
5. Repeat steps 2 – 4 to add additional students

### ACCOUNT MANAGEMENT – PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Information** from **Accounting Management**
3. Select **New Credit Card** or **New Direct Debit** to add new payment information
4. After entering all required information, read Consent and select **Add** to save information to the account.